

AIM Program Participation Collection via Direct Entry



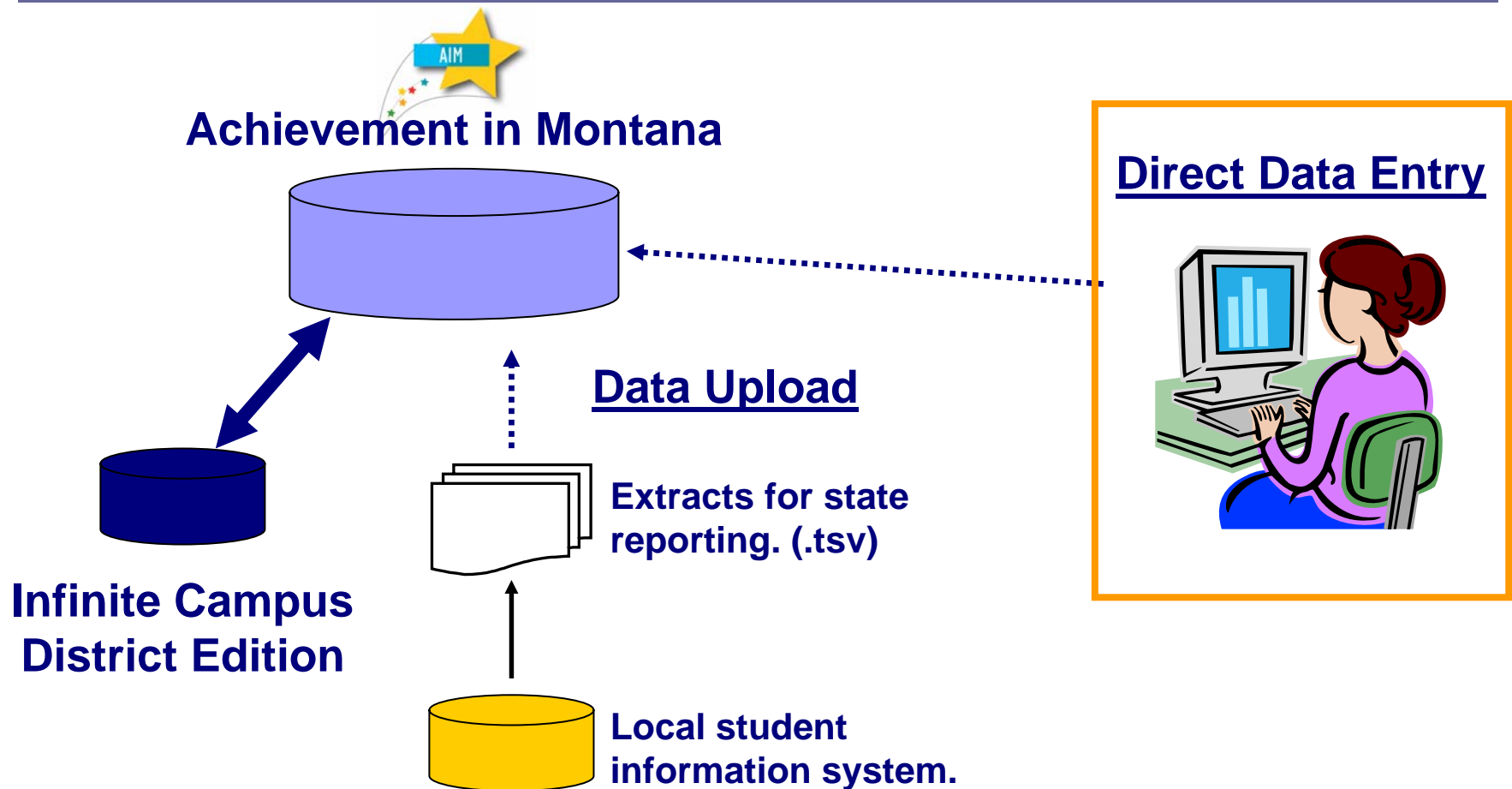
Agenda

1. Overview and purpose
2. Prerequisites
3. AIM Navigation
4. Enter programs for each student
5. Data Extract (optional)
6. Who to call for help

Overview of Process

- The Program Participation collection will provide data necessary to meet some Federal reporting requirements, and determine sub-groups for calculating AYP.
- The collection will take place 3/12/07 through 4/15/07.
 - Data must be collected by this date in order to process assessments for AYP determinations.
 - This information will also be used by iAnalyze to evaluate assessment information.

Overview of Process



Prerequisites

- If you have not entered demographic and enrollment information for your students, you will need to do this before proceeding.
- Instructions can be found on the AIM website at www.opi.mt.gov/itprojects/aim.html under the Training and Instructions tab, Assessment Pre-Label Collection, Direct Entry Tutorial - Enrollment

Connecting to AIM

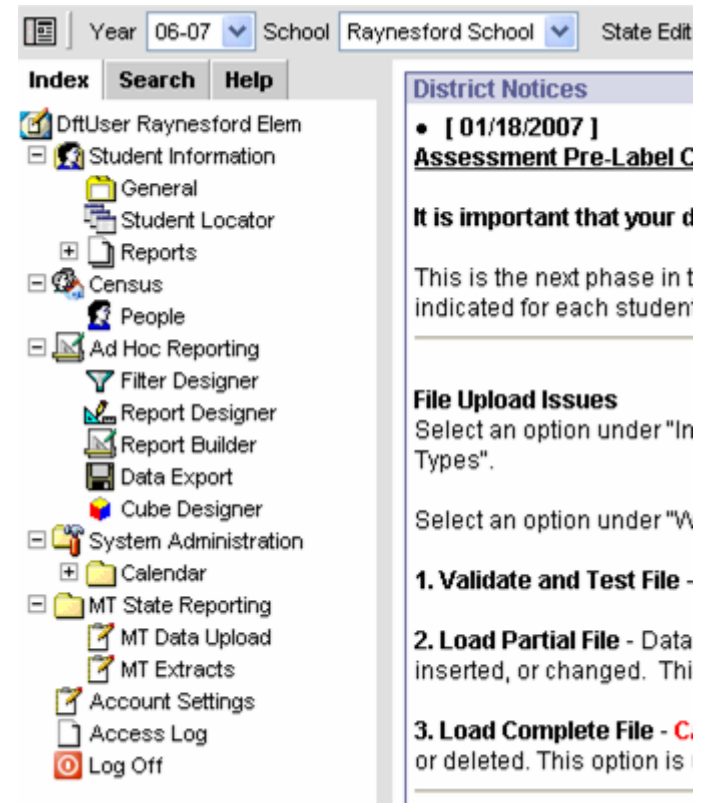
- Web Address (URL):
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password,
sent by OPI on Sept 1, 2006 to
the Authorized Representative.
- If you are unable to locate your
password, please call the OPI
Helpdesk at 406-444-3448.



The image shows a screenshot of the Infinite Campus State Edition login interface. At the top, it features the Infinite Campus logo and the text "State Edition" and "Version: 2007.1". Below this, the title "Montana AIM" is displayed. The login form consists of two input fields: "User Name:" and "Password:". Below these fields is an "OK" button.

AIM Navigation

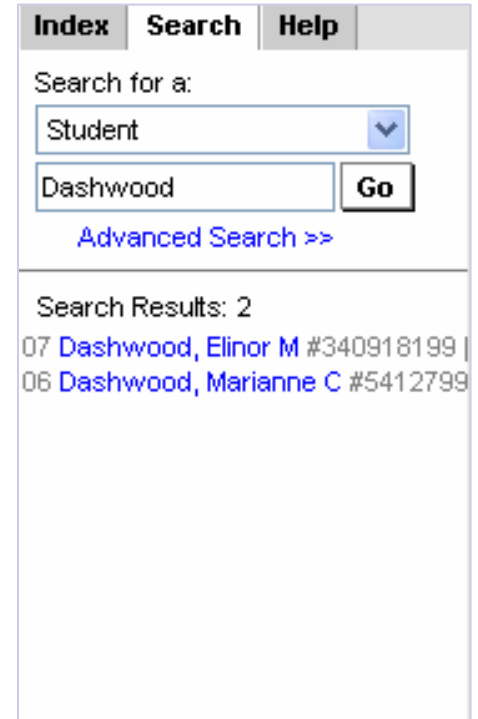
- Index items are visible based on the permissions given to a user.
- Program Participation information is found in Student Information > General



Student Information - Search

■ Search for a Student to enter their Program Participation information.

- Click on the Search tab.
- Search for a: Student
 - Type part of student's last name in the search box. To limit the search further, type comma and first name. To search for all students, leave the box blank or enter a % sign.
 - Go
 - If more than one student matches, click their name to go to their information.



The screenshot shows the search interface with tabs for Index, Search, and Help. The 'Search' tab is active. Below the tabs, it says 'Search for a:' followed by a dropdown menu set to 'Student'. Below that is a text input field containing 'Dashwood' and a 'Go' button. A link for 'Advanced Search >>' is also present. The search results section shows 'Search Results: 2' and lists two results: '07 Dashwood, Elinor M #340918199 |' and '06 Dashwood, Marianne C #5412799 |'.


Index	Search	Help
Search for a:		
<input type="text" value="Student"/>		▼
<input type="text" value="Dashwood"/>		<input type="button" value="Go"/>
Advanced Search >>		
Search Results: 2		
07 Dashwood, Elinor M #340918199 		
06 Dashwood, Marianne C #5412799 		

Advanced Search

- Using Advanced Search, you can search for students by Grade.

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search)
You may search school-wide.

Student Search		Saved Filters	
Last Name	<input type="text"/>	<div>+  School Users</div>	<div>Search Edit Delete</div>
First Name	<input type="text"/>		
Student Number	<input type="text"/>		
SSN	<input type="text"/>		
Grade	<div>▼</div>		
Birth Date	<input type="text"/>		
Gender	<div>PK KG P1 01 02 03</div>		
StateID	<input type="text"/>		

Student Information – Enrollment Tab

- Click on the student's Enrollment tab
- To view the detailed data, click on the enrollment in the Enrollment Editor


Dashwood, Elinor M

Grade: 07 #340918199 DOB: 08/26/1993 Gender: F

 Summary
 Enrollments
 Programs
 Assessment

 Print Enrollment History
  New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	Raynesford Elem Raynesford School(625)	08/22/2006	
Start Status: 02 Continued enrollment same school, no interruption					
End Status:					

Enter Programs for Each Student

- Expand the section for State Reporting Fields
- Enter Title I Program information

Title I Program

Title I Title I Program Type

☐

Title I Support Services

☐ Health, Dental and Eye Care

☐ Guidance/Advocacy

☐ Other

Title I Instructional Services

☐ Reading Lang Arts

☐ Math

☐ Science

☐ Social Sciences

☐ Vocational/Career

☐ Other

Enter Programs for Each Student

- Migrant information will be entered by OPI staff
- Some program fields go together
 - If you choose an **LEP** status, enter the Date and Language of Impact
 - If you check **Immigrant**, enter the date
 - If you check **Homeless**, choose Homeless Nighttime Residence, and check McKinney-Vento and Unaccompanied Youth if applicable

Other Program Participation

Free/Reduced Meal Section 504 ☐

LEP Date Entered LEP Language Of Impact Title III ☐

Migrant ☐

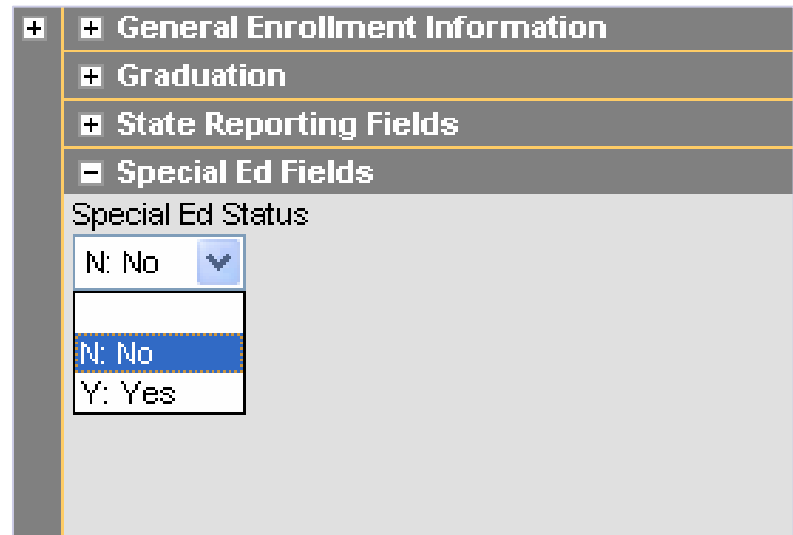
Immigrant ☐ Date Immigrant Entered US School

21st Century Participant ☐ Foreign Exchange ☐ Gifted/Talented ☐

Homeless ☐ Homeless Nighttime Residence McKinney-Vento ☐ Unaccompanied Youth ☐

Enter Programs for Each Student

- Expand the section for Special Ed Fields
- Enter “Yes” if the student is a Special Ed student.
- This is the only Special Ed item to enter for this collection.
- **Save**
- Repeat for each student in the school that participates in a program



+

- + General Enrollment Information
- + Graduation
- + State Reporting Fields
- Special Ed Fields

Special Ed Status

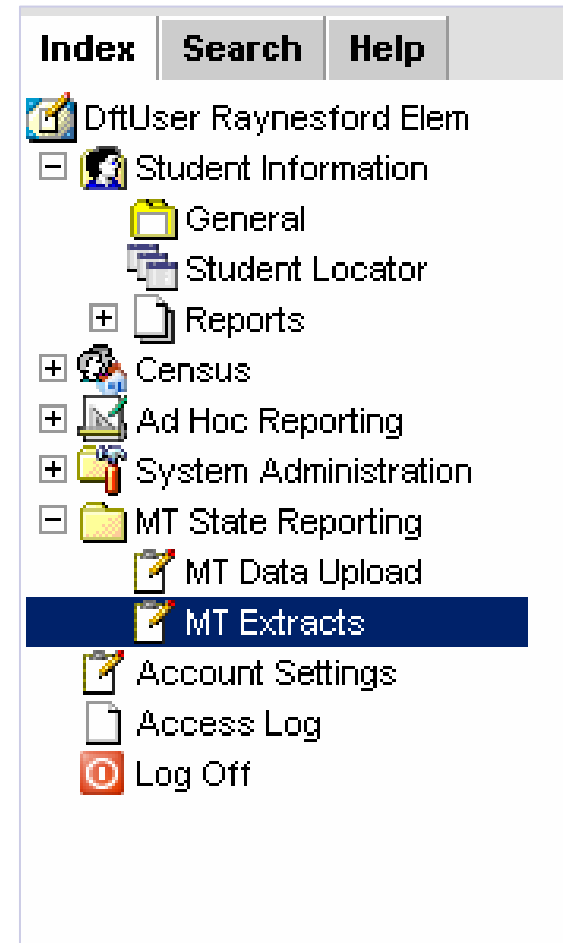
N: No ▼

N: No

Y: Yes

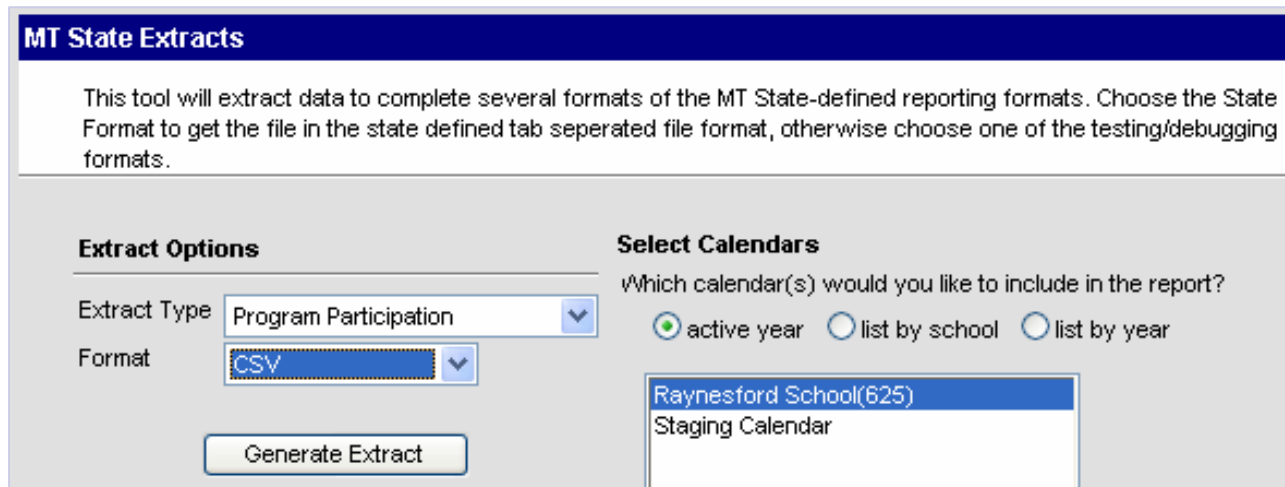
Extract Data (optional)

- If you would like an electronic copy of your Program Participation information you can create an extract of this information.
 - Select the correct school from the drop-down list, then navigate to MT State Reporting > MT Extracts



Extract Data

- For Extract Type, select Program Participation.
For Format, select State CSV (or other if you prefer)
- All Calendars in the District will be displayed. Select Calendar(s) and click the Generate Extract button.
- Save your file to a location and name of your choice.



MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type:

Format:

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

Who to Call for Help

- Login and Password Information
 - OPI Help Desk – 406-444-3448
- Questions on data elements
 - Nicole Weissman, Student Records Manager
406-444-3495
 - Sara Loewen, Data Resource Administrator
406-444-3494
- Technical questions
 - Infinite Campus Help Desk 1-888-461-2004
- Other questions
 - Dave Nagel, Project Manager – 406-444-1641